



## Volunteer Study Group Coordinator Position Description

This is a volunteer position and as such the traditional employer/employee relationship does not apply. However, upon acceptance of this position, the person serving as a Study Group Coordinator on behalf of Atlanta BeltLine, Inc. will engage in various functions and duties developed in collaboration with the Office of Community Engagement that enhances the broader community's understanding, participation and acceptance of the Atlanta BeltLine project.

This description lays the foundation for an enhanced and better understood structure for this position as well as providing all parties a basis for calibrating the level and extent of community engagement activities undertaken. Additionally, it provides a fuller disclosure of expectations of all parties furthering opportunities for successful engagement of the community in the Atlanta BeltLine project.

The Study Group Coordinator will work in close collaboration with a member of the Atlanta BeltLine's Community Engagement staff. In this capacity, the Study Group Coordinator will:

1. Be committed to serving as a "***Community Champion***" to the success of the Atlanta ***BeltLine*** within the role of Study Group Coordinator;
2. Be knowledgeable about his/her Study Group area and ***well-received by diverse constituents*** within his/her Study Group area;
3. Be accessible and responsive by e-mail and telephonic communications;
4. Be willing and able to act as a ***constructive representative*** of community/neighborhood interests within his/her Study Group Area;
5. Be knowledgeable about the BeltLine by attending briefings, trainings and other events as necessary to enhance his/her knowledge about this project and remain ***up-to-date*** in that knowledge;
6. Assist with meeting notifications by establishing a grassroots-level ***communications outreach plan*** for his/her respective study group areas;
7. Distribute BeltLine information received electronically or retrieved from ***drop-off stations*** to frequented meetings, neighborhood hangouts, etc.;
8. Provide and aid in any new ideas & recommendations to BeltLine staff that will enhance community knowledge and increase community engagement with the project;
9. Provide feedback as a ***community resource to ABI***, specifically with planning & engagement efforts; and
10. Other related tasks as necessary.

Additionally, the Study Group Coordinator should be responsive, responsible, and able to perform agreed upon tasks in a timely manner.



Expectations include:

- Develop and submit a tailored Study Group communications outreach plan on a grassroots-level with Community Engagement staff;
- Copy at least one member of the Community Engagement staff on all electronic communications that distribute BeltLine related information;
- Collaborate closely with Community Engagement staff in order to maintain the most updated Study Group distribution lists;
- Attend Study Group meetings and provide proper notice when unable to attend;
- Proactively introduce at least one new neighbor or community member to every Study Group meeting;
- Commit to resolving BeltLine related conflicts/issues internally as a member of the BeltLine Team; and
- Commit to attending quarterly Study Group Coordinator sessions to report, collaborate and reevaluate outreach efforts.

The tenure of the Study Group Coordinator position is for one year, which will be reaffirmed every August. The volunteer is able to serve consecutive terms in the role of Study Group Coordinator. ABI reserves the right to terminate a volunteer's tenure as Study Group Coordinator if he/she is unable to satisfactorily fulfill the role description in reason or in the event that conflict of interest situations arise.